

# Haem House Keeping and Admin

22/04/2020

## General Information

- a) Car parking costs will be reduced by 30% from next Monday. ☺
- b) All blood bank products that come into blood bank MUST have Alfred hospital delivery and receipt slips. Any that do not have Alfred receipt slips MUST be passed onto the senior scientist in blood bank and or Steve.

## New Policies, Procedures, Alerts or Reminders

- c) If you get a QNS flag on the stagos you will need to remove the specimen completely, uncap and take the tray off the analyser and replace the sample in a new rack and reload the tray before it will rerun the specimens.
- d) D-Dimer procedure is not clear if you have a lipaemic sample- Please refer to Steve, Jocelyn or Joe until the procedure is formally updated in fast track
- e) Performance management is available to begin and required to have goals within two weeks. – see emails from Steve for instructions sent on the 15-4-20 – add your realistic goals to **Development** and then email Steve you have done this.
- f) MTS has many educational cases and competencies – Please complete in any “ in between” times whilst we are relatively quiet. Elective surgery maybe on its come back.
- g) Internal QAP for Malarial speciation and parasite counts need to be completed – Use Jocelyn’s computer as USB is there with the appropriate software. – Instructions are also there. – Any issue please see Jocelyn or Wendy.

## Rosters / Staffing / Recruitment

- h) There were a few queries about pays over Easter- Please bring queries to either Steve or myself to investigate. If we can’t explain we will communicate with payroll. Just a reminder there is no offline payments as per hospital policy.
- i) 4 clear days have been processed and all staff who are entitled to any days have been notified. Payroll has processed and you should be able to see this in **additional leave** soon.
- j) Please feedback any issues and/ or constructive ideas for the haem draft roster which is likely to start on the 11<sup>th</sup> of May for 6 to 12 weeks with possible 6 week extensions.

**Thank you to everyone for your feedback during this very difficult process.**

## OH&S or Environmental issues

- k) Please keep up your social distancing as much as possible and continue to clean your work areas before and after shifts. Also staff out of hours to ensure they fill out the “wellness spreadsheet at the door if they have not been temperature checked. The hours of checking have been extended from 0630-2130 seven days a week.
- l) Flu vaccinations are available for all staff in the gym “ ground floor” from 0900- 1500hrs If you have been vaccinated elsewhere or do not intend to be vaccinated you do need to fill out the form available on the following link  
<https://redcap.alfredhealth.org.au/redcap/surveys/?s=PXAAWF9FDT>

## Staff concerns or suggestions for future “group consultation”

- m) x

## IT issues / Network Alerts / Trials / Projects

- n) x

## New Staff / Social Events / Congratulations / Conference applications

- o) x